

## **JAILER**

(Competitive Class)

### **GENERAL STATEMENT OF DUTIES**

This is a specialized police-support position in maintaining the city jail and caring for prisoners. Employees of this position book all arrested subjects, maintain specified records of jail and prisoner activity, and perform specified communications duties. The jailer generally follows established procedure or works at the specific direction of a superior officer and is responsible directly to the Police Chief.

### **EXAMPLES OF WORK**

(Examples listed below are illustrative only and are not intended to be inclusive or exclusive.)

Maintains prison facilities.

Keeps records of maintenance operations performed.

Makes regular inspections of prison facilities and all security precautions.

Admits and releases prisoners.

Completes forms and records necessary for the admission and release of prisoners.

Maintains all necessary records of inmates such as dates of confinement, behavior and work records, fingerprint and photograph forms.

Supervises daily activity of prisoners; maintains order in the jail facility.

Performs duties, both routine and specialized, necessary for the proper feeding, housing, and medical attention of inmates.

Performs related duties as assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Must possess a valid driver's license.

Must not be less than eighteen (18) years of age.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

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